Maintenance Management

Directorate of Public Works

Logistics Division

Installation Maintenance Branch

Introduction

Director of Public Works - COL Michael DeBow

Chief, Logistics Division - Mr. Wilson Head

Installation Maintenance Officer - Mr. Larry House

C&E Maintenance Technical Monitor - Mr. Ray Wilcauskas

CSSAMO - CW3 Warren Hughes

Maintenance Activity Standard Operating Procedure (SOP)

The Maintenance SOP provides detailed information concerning maintenance services provided by the Electronic and Vehicle Maintenance Division.

The SOP outlines procedures to be used by customer units to obtain maintenance and vehicle operations support.

Available on-line in MS Word format at:

http://atzhdi-dpw/logistics/msop.doc

Problem Resolution

All maintenance services are provided by a private contractor, and are monitored for adequacy by government personnel. If you encounter any difficulty receiving service or encounter any problems which the contractor has not resolved to your satisfaction, please call either of the following.

- Vehicle, General Support, and Special Purpose Equipment - Mr. Larry House, 791-6894, housel@gordon.army.mil

- Communications Security (COMSEC), Controlled Cryptographic Items (CCI), Communications Electronics, and Weapons/Targets - Mr. Ray Wilcauskas, 791-6059, wilcausr@gordon.army.mil

- Chief Logistics Division - Mr. Wilson head, 791-2675, headw@gordon.army.mil

INFORMATION/ASSISTANCE

The following base operations contract managers can be contacted for assistance in areas designated.

- Manager, Electronic and Vehicle Maintenance Division, 791-7774
- Supervisor, Customer Service & Maintenance Work Control, 791-2470
- Supervisor, Main Shop/COMSEC/Weapons/targets, 791-7138
- Supervisor, C&E Remote Teams, 791-2079
- Supervisor, Vehicles & Grounds, 791-2040
- Supervisor, Electronic & Vehicle Supply, 791-4404
- Foreman, Vehicle Maintenance, 791-3793

Requesting Maintenance

Equipment must be submitted with a maintenance request (DA Form 2407) prepared IAW DA Pam 738-750 to the applicable Customer Service Centers, located at:

- Communications & Electronics, Building 14608, Ph 791-2484
- Vehicles and General Support, Building 14601, Ph 791-6195
- COMSEC/Weapons/Targets, Building 14600, Ph 791-3250

Equipment and materials submitted for maintenance must have an identification tag (DA Form 2402) attached listing:

- The owning unit
- Item Nomenclature
- Serial Number

Requesting Maintenance (cont)

- All customers must provide a DA Form 1687 (Signature Card), to the Customer Service Center listing the personnel authorized to validate high priority (01 -10) maintenance requests IAW DA Pam 738-750 and 710-2-1. The DA 1687 will be updated annually, and/or upon assignment of a new commander or director.

- The requesting organization will be provided with a signed receipt copy of the maintenance request for items accepted for repair at the time equipment is submitted for maintenance. This receipt copy will be surrendered to the maintenance shop upon receipt of equipment after repair is completed.

- DA Form 2404 will be submitted for all tactical equipment listing all deficiencies and shortages.

Maintenance Services

- Chemical Agent Monitors and Chemical Detection Equipment
- Weapons/Small Arms Repair and Range/Target Devices
- Unit and DS/GS maintenance on all special purpose and construction equipment
    - Bulldozers, cranes, front end loaders, motor graders, agricultural tractors, back hoes, bucket and pole trucks, fire trucks, etc.
    - Material handling equipment (i.e. forklifts, tow motors, portable hoists and lifting devices), non-tactical vehicles, and other than GSA contract vehicles.
- Pneumatic Tire Repair

Maintenance Services (cont)

- Battery Shop
- Grass Cutting Equipment
- Paint/Body/Glass Shop
- Furniture Shop (Canvas, tents, tops, seats, covers, and wood and metal furniture)
- Fabrication (Permitted only when the item requested is not available through supply channels, or when the estimated delivery date of supply is such that equipment shortage severely hampers mission performance.)

Test, Measurement and Diagnostic Equipment (TMDE)

Calibration and repair of TMDE at Fort Gordon is provided by the TMDE Support Center (TSC) in accordance with AR 750-43, AR 750-25, and TM 43-180.

Calibration reports are prepared by the TSC and distributed to customer units/activities monthly.

The TSC External SOP and calibration reports are ALSO available on the Logistics Division Maintenance web site.

TSC-Fort Gordon is located in the Brems Barracks area, Bldg 41204.

Contact Mr. Rex Faulkner at 791-4620, faulkner@gordon.army.mil for information

Installation Maintenance Branch Web Site

Provides links to specific maintenance-related information, data and reports:

- Maintenance SOP
- Maintenance Policy Letters
- Army Oil Analysis Program (AOAP) Reports
- Equipment Pickup List
- Preventive Maintenance Record of Services
- Preventive Maintenance Scheduled Services
- Work Order Status
- TMDE Support Center - Calibration and Repair Info & Reports

Contact Information/URL: http://atzhdi-dpw/Logistics/maint.htm

Course

Combat Service Support Automation Management Office (CSSAMO)

The CSSAMO is the installation representative for all USASC&FG and tenant

activity CSS software, hardware management, and operator level support of all

CSS Standard Army Information Management Systems (STAMIS).

- Provides user-level technical assistance, troubleshooting, and testing for
  SAMS, ULLS, SPBS-R, ILAP, etc.

- Provides and coordinates limited hardware repair and upgrades for all
  installation CSS STAMIS computer systems and applications.

- Coordinates for higher level CSS system support and maintenance

LEADER'S UNIT MAINTENANCE HANDBOOK

DA PAM 750-1

Provides commanders, supervisors, and leaders with a useful guide for evaluating their unit or activity maintenance operations, such as:

- Operator-Level PMCS, Scheduled Services, Inspections, TMDE
- Lubricating and cleaning, tightening and minor adjustments, AOAP, etc.

DA PAM 750-1 is available from USAPA in hard copy, on CD-ROM EM 0028, or on-line at:

http://books.usapa.belvoir.army.mil/cai-bin/bookmar/BOOKS/P750_1/